

Research Role Profile

Job Title:	Research Fellow A
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Responsible to:	Head of research group, or principal investigator
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Responsible for:	Not applicable
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Job Summary and Purpose:
To undertake research in accordance with the specified research project(s) under the supervision of the principal investigator.

Main Responsibilities/Activities
<p>To undertake a range of research activities within a specified research area, assuming responsibility for specific areas of projects and making use of new research techniques and methods, in consultation with the research award holder or supervisor. This may include fieldwork, interviews, laboratory experimentation, critical evaluation and interpretation, computer-based data analysis and evaluation or library research.</p> <p>Using initiative and creativity to identify areas for research develop new research methods and extend the research portfolio. Analysing and interpreting results of own research. Write up results and prepare papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Attend appropriate conferences for the purpose of disseminating research results of personal development. The post holder may also contribute to writing bids for research grants and will contribute to collaborative decision making with colleagues in areas of research.</p> <p>Continually to update knowledge and develop skills, and translate knowledge of advances in the area into research activity.</p> <p>To plan and manage own research activity in collaboration with others. To carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.</p> <p>To contribute to teaching in the Faculty by carrying out student supervision and/or demonstrating within the post holder's area of expertise and under the direct guidance of a member of departmental academic staff, as appropriate.</p> <p>The post holder may occasionally be required to supervise more junior research staff.</p>

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Person Specification

The post holder must have:

A doctoral degree in a relevant discipline (although individuals who have almost completed a doctoral degree may be appointed). Consideration may also be given to individuals who do not hold a doctoral degree but have required skills based on a number of years experience in specified / relevant fields

The post holder will have authority over some aspects of project work and must be capable of providing academic judgement, offering original and creative thoughts and be able to interpret and analyse results.

Relationships and Contacts

Direct responsibility to the principal investigator or academic supervisor. The post holder may be asked to serve on a relevant Faculty committee. There may be additional reporting and liaison responsibilities to external funding bodies or sponsors. The post holder may work on original research tasks with colleagues in other institutions.

Special Requirements

To be available to participate in fieldwork as required by the specified research project

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
 - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

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Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

Job Title:	Embedded ATTS¹ HDRC² Research Officer for an Active School Travel Project
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Background Information/Relationships

We are looking for a full-time researcher for a fixed term contract running until 31st March 2027. This post is for an embedded researcher who will be based at the University of Surrey (Environmental Psychology Research Group) and will work with, and for, the Surrey County Council (SCC) Safer Travel Team and the Surrey HDRC² Team (Health Determinants Research Collaboration). The post's focus will centre on a programme of work (please see accompanying details) consisting of separate projects that together share the aim of increasing Active Travel To School (ATTS¹) amongst Surrey's schools.

The programme of work will commence with supporting Phase Two of the "Understanding Effectiveness & Encouraging Excellence in School Travel Planning" project, following the successful completion of Phase One ([link here](#)).

The programme of work will continue with the completion of a four-year longitudinal study that identifies school travel behaviours and their underlying motivations – the "SCC Annual School Travel Survey". Other work includes further piloting of the STEP Tool (School Travel Effectiveness of Planning) developed in Phase One, the dissemination of findings from the SCC Annual School Travel Survey, and an exploratory audit of data collection across Surrey's schools that employ "Hands Up Surveys" as a means of measuring changes in school travel.

You must have a degree (MSc/PhD) and experience/interest in research focusing on understanding and changing behaviour. Experience in working in an applied research settings is highly desirable. Good communication and organisation skills are key, alongside adaptable project management skills. Skills and experience of working with quantitative survey data is important, and knowledge of qualitative methods an advantage.

You will be working with the SCC teams at Surrey to support the analysis of existing data, to develop and project manage additional research, to analyse new data, and to report and present findings to a wide audience. This work has already been presented at a national convention in 2025 ([link here](#)) and the ambition is to further disseminate findings via future conference and publication activity.

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You will be working on the various project activities for a period running to 31st March 2027 (full time). Aligned with the programme of work and wider Local Government Reorganisation, the post will not continue beyond March 2027.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.

Qualifications and Professional Memberships	Essential/ Desirable
A degree (MSc/PhD) and experience/interest in research focusing on understanding and changing behaviour	Essential
Experience in working in applied research settings	Desirable
Good communication and organisation skills	Essential
Adaptable project management skills	Desirable
Skills and experience of working with quantitative survey data	Essential
Knowledge of qualitative methods an advantage	Desirable

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities. This should be read in conjunction with those contained within the accompanying generic Job Purpose.

The successful candidate will contribute to the following tasks

1. Contribute to the Systems Based Approaches to Active Travel To School (ATTS) project with UoS / IfS.
2. Contribute to data collection and analysis of the Annual School Travel Survey: the final data collection period of a four-year longitudinal study that identifies school travel behaviours and values, self-reported by parents/caregivers, amongst a weighted sample of Surrey's schools.

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3. STEP Tool Development: a further pilot of the STEP Tool v.2 (created in an earlier phase of the project) to refine / vary the tool and to more thoroughly test the visualization tool.
4. Analysis of data from the Annual School Travel Survey and STEP Tool v.2.
5. Dissemination of findings from the Annual School Travel Survey and STEP Tool v.2.
6. Hands Up Survey Project: an exploratory audit of how data is collected across Surrey's schools to contribute towards the "Hands Up Surveys", an integral element of the Modeshift School Travel Planning framework upon which schools' accreditation level is determined.

N.B. The above list is not exhaustive.